



INFORMATION SHEET and APPLICATION UNITED STATES SERVICE ACADEMY CLASS ENTERING 2004

CONGRESSMAN NICK SMITH
Michigan's 7th District

I. GENERAL INFORMATION

Because of the extremely keen competition for nominations, you are urged to apply to every nominating authority that your eligibility allows (i.e. U.S. Senators **and** Representatives). However, if you receive a nomination from another source, I will not be able to duplicate that nomination. Since the academies are able to award more appointments than are provided by Congressional vacancies and other categories, no candidate who fails to meet academy standards will be benefited by having multiple nominations. **In order that more applicants will have an opportunity to be reviewed by the academies, please let me know immediately if another authority nominates you.**

Each Congressional Office uses a selection process designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. Carefully studying and following the instructions of each office will help you avoid last minute misunderstandings.

Certain information is required, as outlined below, in order for you to be considered as an applicant. You will need to submit this information and keep it updated. The **DEADLINE** for receipt of information is **OCTOBER 24, 2003**. Because there must be adequate time to assess each candidate's qualifications, it is better to submit your application as soon as possible.

Careful thought should be given to your first choice of an academy. Second and third choices can be considered only in the event that there are not a sufficient number of qualified candidates in an academy category to fill a slate of nominees. However, in the past, candidates not selected for their first choices *have* been accepted by their second or third choice, so you *should* fill that in. (First choice designations may be changed at any time **before** nominations are made).

II. REQUIREMENTS

- a. **Residency** - Applicants must be residents of the 7th Congressional district. As of January 1, 2003, my district includes all of Branch, Eaton, Hillsdale, Jackson, and Lenawee counties, as well as Calhoun county with the exception of part of Athens village and township and Leroy township and including Bridgewater, Dexter, Freedom, Lima, Lodi, Lyndon, Manchester, Northfield, Salem, Saline, Sharon, Sylvan, Webster townships and portions of Scio township in Washtenaw County. Please check with your township clerk to verify your Congressional district.
- b. **Application Form** - The enclosed Application must be completed and returned promptly. Formal candidacy is established in my office upon receipt of the Application. It is not necessary for you to send all required information at once, and you should not wait to send your Application if transcripts or test scores are not immediately available.

- c. **Essay** - 250 words, double-spaced, on why you want to attend a service academy.
- d. **Recommendation Form** - The enclosed Recommendation Form must be completed by your high school guidance counselor or principal and returned to my office **BY THE SCHOOL**.
- e. **Letters of Recommendation** - It's very important that you submit letters from teachers, clergy, employers, coaches, local government officials—anyone who **personally** knows of your achievements and, just as important, your potential.
- f. **Transcripts** - An official transcript of your high school record and class rank must be submitted. This transcript must show your *final junior year grades and numerical class rank* (percentile ranks are not acceptable). If you apply before this information is available, it is *your responsibility* to request your guidance counselor to send an up-to-date transcript and to keep your records current.
- g. **College Boards** - The SAT or ACT are *required* entrance examinations by the Service Academies for admittance. Applicants are responsible for registration for tests and for requesting that scores be sent to the academy/academies *and to my office*. If you are unable to include my office in your original choices for test scores, send me a copy of the report you receive in order to save time and the additional report fee. If you submit more than one set of scores, the higher scores will be counted.
- h. **Qualifying Medical Examinations** - The individual academies will recommend the scheduling of medical examinations to the Department of Defense Medical Examination Review Board after receipt of the pre-candidate questionnaire, which is used to open a pre-admission file at the academy.
- i. **Leadership** - Leadership potential and physical fitness are judged from the information provided on your Application Form. This information should be current. Unlike civilian colleges, the Service Academies place strong emphasis on physical training. In addition, the academies, like civilian colleges and universities, place a high premium on leadership and extra-curricular activities. Therefore, consideration must be given to each candidate's proven ability in these areas.

III. TYPE OF NOMINATION – COMPETITIVE

For 2003, there is at least one vacancy at each of the Air Force, Naval, and Military academies for the 7th District. Ten candidates will be selected for nominations to compete for each vacancy, with the exception of the Merchant Marine Academy. At the Merchant Marine Academy, ten candidates will be selected for nomination to compete for the status quo of ten. Under the COMPETITIVE method, which I use, the candidates selected for nominations will be evaluated by their respective academy choices, who then make the final appointments. **NOTE: There are no Congressional nominations to the U.S. Coast Guard Academy.**

IV. BASIS FOR SELECTION

Selections are made competitively based on a composite of academic standing (60%) and leadership potential, extra-curricular activities, physical fitness, and recommendations (40%). The following are included in the selection process:

- a. **School Records, Class Rank, and G.P.A.**
- b. **Extracurricular Activities**
- c. **College Board Scores** - Normally a competitive candidate will have SAT scores above 500 and 550 for verbal and math respectively, or ACT scores above 22 and 26 on English and Math respectively, and will stand in the upper fifth of their class. The higher your scores and class standing, the greater your chances for a nomination, assuming qualification in the remaining areas of consideration.
- d. **Motivation** - One of the most important considerations in the selection of nominees is motivation—the candidates' desire to attend an academy. It is also the most difficult to measure. **To an extent, motivation can be judged by a candidate's diligence in completing his or her application packet, which is one reason those with incomplete packets are not considered for nominations.**



V. U.S. SERVICE ACADEMY INFORMATION

In addition to requesting a nomination from me, you must also contact the appropriate academy to set up a "pre-candidate file". This is an important step and one that is separate from the nomination process. Generally, academies require that you be at least 17 years old, but not have passed your 22nd birthday by July 1 of the year of admission; be a U.S. citizen; be unmarried and have no legal obligation to support children or other dependents. For further information on a particular academy's requirements, applicants should contact them directly.

U.S. Military Academy
Admissions Office
Building 606, Thayer Road
West Point, NY 10996-1797
(845) 938-4041
www.usma.edu

or

U.S. Army Personnel Command
ATTN: TAPC-OPP-PM
Alexandria, VA 22332-0418
(703) 325-7414

U.S. Air Force Academy
Admissions Office
Colorado Springs, CO 80840-5651
(719) 333-2520
www.academyadmissions.com

or

AF Academy Activities Group
HQ ASAF/DPPA
Washington, D.C. 20330-5060
(703) 697-9977 or (703) 687-2919

U.S. Naval Academy
USNA Admissions Office
Annapolis, MD 21402-5019
(410) 293-4361
www.usna.edu

U.S. Merchant Marine Academy
Admissions Office
Kings Point, NY 11024-1699
(800) 732-6267
www.usmma.edu

U.S. Coast Guard Academy
Admissions Office
New London, CT 06320-4195
(800) 883-8724

VI. ADDITIONAL INFORMATION

TO OBTAIN SAT SCORES (write):
College Entrance Examination Board
Registration Department
Post Office Box 592
Princeton, NJ 08541-6201

TO OBTAIN ACT SCORES (write):
American College Testing
Registration Department
Post Office Box 414
Iowa City, IA 52243

TO OBTAIN MEDICAL EXAMINATION RESULTS (write):
Department of Defense Medical Evaluation Review Board ("DODMERB")
Colorado Springs, CO 80840-6518
(719) 333-3560

2003 APPLICATION FOR NOMINATION TO U.S. SERVICE ACADEMY

SERVICE ACADEMY FOR WHICH NOMINATION IS SOUGHT: (rank in order of preference)

1. _____ 2. _____ 3. _____

I. PERSONAL INFORMATION

NAME: First _____ Middle _____ Last _____

PERMANENT ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE: _____

PARENTS: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

TELEPHONE NUMBER: () _____

EMAIL ADDRESS: _____

II. ACADEMIC INFORMATION:

HIGH SCHOOL: _____ GRADUATION DATE: _____

H.S. PRINCIPAL: _____ PHONE: () _____

SUPERINTENDENT: _____ PHONE: () _____

CUMULATIVE GPA: _____ CLASS RANK: _____ OUT OF _____

ACT/SAT SCORES: _____

III. EXTRACURRICULAR ACTIVITIES

ACTIVITY	GRADE	HRS/WEEK	LEADERSHIP POSTION HELD
1. _____	_____	_____	_____
2. . _____	_____	_____	_____
3. . _____	_____	_____	_____

IV. ESSAY: (please provide essay on separate sheet of paper)

250 words, double-spaced

Why do you want to attend a service academy?

V. REFERENCES:

Please list the following two references who may be contacted by the Military Academy Selection Committee.

PERSONAL REFERENCE: (i.e. neighbor)

PROFESSIONAL REFERENCE: (i.e. teacher, employer)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: () _____

Telephone: () _____

You must also attach letters of recommendation from teachers, coaches, clergy, local government officials, etc.—anyone who **personally** knows of your achievements and, just as important, your *potential*.

VI. CERTIFICATION:

PLEASE READ BEFORE SIGNING: I have read the Information Sheet explaining the nominating procedure and am familiar with its requirements. I certify that I am a resident of the State of Michigan and of the 7th Congressional District. If I have not submitted all necessary data by the deadline, **OCTOBER 24, 2003**, I understand that I may not be given final consideration for a nomination.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____

Please return this application and all additional material directly to:

Congressman Nick Smith
Attn: Service Academy Coordinator
110 First Street, Ste. A
Jackson, MI 49201

Should you have any additional questions, please call (517) 783-4486

RECOMMENDATION FORM *(to be completed by high school Guidance Counselor or Principal)*

I. APPLICANT & SCHOOL INFORMATION

Name of Applicant:_____

Address of Applicant:_____

Name of School:_____

School Address:_____

School Official:_____ Telephone: _____

II. PLEASE COMMENT ON THE APPLICANT'S: *(attach addendum if more space is needed)*

LEADERSHIP CHARACTERISTICS:_____

PERSONALITY TRAITS:_____

ABILITY TO WORK UNDER PRESSURE:_____

ABILITY TO GET ALONG WITH OTHERS:_____

EXTRACURRICULAR ACTIVITIES: _____

II. GENERAL COMMENTS AND RECOMMENDATION: (*attach addendum if more space is needed*)

DATE:_____ SIGNATURE:_____

PRINT NAME: _____

Thank you for your participation on behalf of your student.